

Virginia Wireless E-911 Services Board  
Project Management Monthly Activity Report

Vendor: \_\_\_\_\_ MAST International  
Region/Locality: \_\_\_\_\_ New River Valley  
Period: \_\_\_\_\_ Jan-03

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(3) Documenting Phase I request status ref WSP	Blacksburg			2	Updated WSP Letters
(11) Review PSAP concerns for Regional Mtg	Blacksburg			2	Added to agenda for mtg.
(1) CPE/CAD upgrade	Christiansburg			4	Contacted CAD Vendor/PSAP
(3) Drafted Phase I request letters for PSAP	Christiansburg			1.25	Letters sent to PSAP
(7) Mtg w/PSAP to review issues concerning Triton	Christiansburg			1.5	Also addressed other CPE/CAD issues
(3) Drafted Phase I request letters	Montgomery			2.25	Letters delivered to PSAP
(8) Mapping info for towers	Montgomery			1	
(11) Review tasking and needs for PSAP	Montgomery			3.5	
(3) Drafted Phase I request letters for PSAP	Pulaski			1.5	Delivered letters to PSAP
(8) Mapping info for towers/cell sectors	Pulaski			3.75	LT Mark Surber/J. Spangler provided info
(10) Attempt to resolve addressing issues	Pulaski			1.75	John Spangler Co. Planning/J. Martin Anderson Assoc.
(11) Reviewed tasking and needs for PSAP	Pulaski			4	
(3) Reviewed WSP responses to request letters	Radford			2	
(7) Mtg w/PSAP ref Phase I testing/CAD/Recorder	Radford			2.75	
(8) Contacted WSP/PSAP ref towers/cell sectors	Radford			14.5	Ntelos/Nextel Partners/Intrado info
(8) Sent new routing form to Intrado	Radford			1	Completed form w/PSAP
(11) Reviewed tasking and needs for PSAP	Radford			3	
(3) Review Sprint Phase I response to requests	Region			1	
(3) Reviewed Phase I request for updates/verification	Region			2.5	
(5) Reviewed Verizon Disaster Recovery Plan	Region			2	
(6) Reviewed Ntelos Trunkline issues	Region			1	
(6) Completed information requested by Verizon	Region			1	
(7) Review tasking issues for regional mtg	Region			2.5	Issues put on agenda for mtg.
(8) MSAG ledger/PSAP coordinator documentation	Region			1.5	Signatures obtained
(8) Reviewed & verified sector mapping info	Region			9.5	
(8) Requests to WSP for additional verification	Region			1.5	Need to verify discrepancies
(8) Retrieve & Review CMRS reports	Region			6	
(8) Draft verification letter to Nextel Partners	Region			2	
(10) Took PSAP Coordinators to Martinsville/Henry	Region			2	On-site to view Phase I system
(11) Monthly newsletter	Region			3	
(11) Prepared agenda for Regional Mtg.	Region			2	Issues put on agenda for mtg.
(11) Updated WSP contact info for PSAPs	Region			2	Will present at mtg.
(11) Preparation for Regional Mtg.	Region			3	Multiple issues on status
(11) Discussed Martinsville/Henry operation w/PSAPs	Region			2	Looking for implementation ideas
(11) Responded to questions from PSAPs	Region			1.5	Possible upgrades/CAD/Phase II
(12) Monthly DIT report	Region			5	
Completed Tasks			0	102.75	
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments